



STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
RSA UNION BUILDING  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, AL 36130-1410  
WWW.MH.ALABAMA.GOV



Kay Ivey  
Governor

Kimberly G. Boswell  
Commissioner

### EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Community Services Specialist III  
(Support Coordination Liaison) **OPEN DATE:** 4/21/2023  
**CLOSE DATE:** 5/5/2023

**JOB LOCATION:** Department of Mental Health  
Region V Community Services  
631 Beacon Parkway, Suite 211  
Birmingham, AL 35209 **NUMBER:** 23-28  
**JOB CODE:** T3000

### SALARY

- Range 74 (\$42,788.00 - \$73,209.60 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Master's degree in Social Work, Psychology, or a human services field.
- 24 months or more experience in a human services field.

**OR**

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 48 months or more experience working specifically with persons with intellectual and/or developmental disabilities.

**OR**

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 72 months or more experience in a human services field.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

### NECESSARY SPECIAL REQUIREMENTS

- Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.



### **KIND OF WORK**

- Serves as a liaison between the Alabama Department of Mental Health-Division of Developmental Disabilities and the ID/LAH 310 Support Coordination Agencies within the region.
- Provides technical assistance to Support Coordination Agency (SCA) to facilitate compliance with both the federal Home and Community Based Settings (HCBS), state Targeted Case Management (TCM) and Alabama State Plan regulations while maintaining positive communication with SCA staff.
- Acts as a self-directed liaison to persons who choose Self-Directed Services (SDS) delivery option to include understanding of SDS, Electronic Verification Visits (EVV) monitoring, budgets, and review requests for the actions.
- Reviews the records of SCA at a minimum of quarterly and additionally as needed if there are concerns.
- Reviews records including but not limited to a review of the Person-Centered Assessment and Planning (PCAP)/Person-Centered Plan (PCP) to ensure it is written based upon the individual's desires, needs, and in compliance with HCBS, TCM, and ADMH guidelines.
- Ensures quarterly review and updates of the PCAP/PCP occurs.
- Reviews IEA to ensure compliance with HCBS regulations and to determine if issues are addressed in PCAP/PCP.
- Reviews progress notes and quarterly narratives to ensure alignment with TCM requirements.
- Ensures records are compliant with HCBS and TCM regulations.
- Provides guidance to individuals, families, support coordinators, and regional office staff.
- Co-facilitates PCP training while maintaining positive communication with participants.
- Enters data from SCA review into the PCAP/PCP feedback and monitoring form in ADIDIS after the review of SCA records.
- Provides a written report of the findings from the quarterly review and the quality improvement plan to the Executive Director, Support Coordination Supervisor, and Director of Support Coordination, and files reports with the Regional Community services office.
- Assists with reviewing and maintaining the Case Management Standard Operation Procedure (SOP) manual, operational guidelines, and self-directed service guidelines.
- Provides in-service training annually and as needed to Support Coordination Agencies.
- Submits indicator report to Director of Support Coordination.
- Monitors SCA to ensure they are linking and coordinating services for waiver recipients/families according to the person-centered plan and Targeted Case Management through monitoring.
- Attends special team meetings as needed or requested by SCA.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of federal HCBS and state TCM regulations about case management/support coordination.
- Knowledge and understanding of person-centered practices, foundational competencies, and the Alabama Person-Centered Assessment and Plan process including the person-centered assessment tool, conversation guide, and plan development.
- Knowledge of intellectual disabilities, including a good understanding of the clinical dynamics of persons with intellectual disabilities.
- Knowledge of community service agencies related to intellectual disabilities.
- Knowledge of state, local and federal regulations, and funding sources.
- Knowledge of self-directed services.
- Skilled in the use of Microsoft Office programs, virtual meeting platforms (e.g., Zoom, WebEx, Teams), and Google forms and surveys.
- Ability to supervise the work of others and coordinate with community providers.
- Ability to organize, plan, and implement work in an independent manner, with minimal supervision.
- Ability to establish and maintain positive relationships with individuals served, their families, agency representatives, and the public.
- Ability to effectively intervene in crisis situations.
- Ability to communicate effectively, both verbally and in writing.

- Ability to provide technical assistance and develop/implement training programs for service providers and other social service agencies.
- Ability to interpret standards, policies, and regulations.
- Ability to work flexible hours to include before and after the established work hours, as well as serve on-call on a rotating schedule for nights, weekends, and holidays.

#### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.